



**Enterprise Saint John  
Nominating Committee  
Terms of Reference**

Adopted May 27<sup>th</sup>, 2010

**Objectives:**

The objectives of this committee shall be to:

1. Make recommendations of qualified candidates to the Board and appointing bodies for appointment to the Board of Directors;
2. Nominate candidates from the appointed Board of Directors to serve as Executive members for the agency, to be approved by the Board of Directors at the annual meeting;
3. Make recommendations to the Board for committee membership on internal committees. Specifically:
  - a. Standing Committees
  - b. Ad Hoc
4. Make recommendations to the Board for committee membership on external Boards and committees.

To meet its objectives, the Nominating Committee will:

1. At the beginning of each fiscal year, review the appointments from each appointing body, and determine which individuals have terms which are expiring or are eligible for reappointment.
2. Review the sector requirements and make recommendations to the Board of Directors for approval of any sectors which may be added or deleted from the approved list.
3. Meet with representatives of appointing bodies to review appointments, requirements and timeline for approvals.
4. Adhere to Enterprise Saint John's Core Competencies Governance Policy and its sector requirements when working with appointing bodies to bring forth names of qualified individuals to be considered for appointment to the Board.
5. When a seat on the Board of Directors becomes vacant for any reason, the Nominating Committee will bring forth names of qualified candidates to appointing bodies for approval.

6. Review the requirements for Executive positions and, following an interview with candidates, bring forth names of individuals to be considered by the Board of Directors at the annual meeting of the agency for the following executive positions:
  - a. Chair
  - b. Vice-Chair
  - c. Treasurer
  - d. Secretary

### **Members of the Committee**

There shall be a Nominating Committee with a minimum of three individuals appointed by the Board of Directors, with at least one of whom shall be a member of the Board of Directors.

The Executive Committee shall appoint a Chair from the individuals serving at the time, and the Chair shall be a member of the Board of Directors. The Executive Assistant will provide administrative support to the committee.

### **Reporting**

The Nominating Committee is required to report to the Board of Directors at:

- An annual meeting of the Board of Directors, to present its recommendations for an Executive Committee;
- At regular meetings of the Board of Directors when there is a requirement for the Board of Directors to approve recommendations on appointments or sector changes.

Adopted May 27<sup>th</sup>, 2010